

# **EXHIBIT A**

## **SCOPE OF WORK**

Term of Contract: **July 1, 2023 – June 30, 2024**

Agency: Service Opportunity for Seniors (SOS)

Address: 2235 Polvorosa Avenue, Suite 260  
San Leandro, CA 94577

Contact Person: Charlie Deterline, Executive Director

Phone: 510-582-1263 / 510-343-6122

Project Name: SOS / Meals on Wheels

## **PROJECT GOALS AND OBJECTIVES**

The overarching goal of SOS Meals on Wheels program is maintaining or improving the physical and social well-being of homebound disabled individuals sixty years of age or older in San Leandro so that they will be enabled to age in place. This will be achieved by meeting the objectives of increasing access to healthy meals; decreasing food insecurity and isolation; and increasing the ability to safely age-in-place among ninety percent of the older homebound individuals that will receive daily meals, wellness checks, and ancillary information and referral support. Risk factors for food insecurity, isolation, and inability to age-in-place that will be addressed include not enough money to pay for food, not being able to shop or prepare meals, inadequate caregiver supports, and self-isolating out of concern for serious illness from COVID-19. By achieving these objectives, which will be measured by intake and evaluation surveys, we will improve the physical and social well-being of homebound and disabled seniors so that they may better live safely in their own home.

## **MAJOR ACTIVITIES**

SOS will prepare and deliver nutritious meals and wellness checks to homebound seniors in the City of San Leandro. The delivery of a dietitian-designed daily meal as well as a wellness check serves to not only provide regular nutrition, but also social interaction and access to information about other services. Meals are prepared, packaged, and delivered fresh from the kitchen Monday through Friday, with weekend meals delivered with Thursday & Friday meals. All meals are delivered cold or frozen and all meals are prepared, packaged, and delivered in compliance with Older American Title III-C nutrition program standards.

## **PERFORMANCE MEASURES**

SUBRECIPIENT SHALL, FOR THE TERM OF THE CONTRACT:

Serve One Hundred Ninety-Three (193) unduplicated homebound seniors with daily meals delivery.

## **TIMELINES**

By September 30, 2023, SOS/Meals on Wheels will have accomplished:

One Hundred Forty (140) homebound seniors served with daily meals delivery.

By December 31, 2023, SOS/Meals on Wheels will have accomplished:

One Hundred Sixty (160) homebound seniors served with daily meals delivery.

By March 31, 2024, SOS/Meals on Wheels will have accomplished:

One Hundred Eighty (180) homebound seniors served with daily meals delivery.

By June 30, 2024, SOS/ Meals on Wheels will have accomplished:

One Hundred Ninety-Three (193) homebound seniors served with daily meals delivery.

### **REPORTS AND MISCELLANEOUS**

1. Agency must submit Quarterly Reports via the City Data Services website portal within 15 days of the end of each quarter. The Quarterly Reports shall reflect the number of persons served and shall also include a narrative section. The reports shall be submitted even if there are no specific numbers to report, and the narrative report should describe why no specific numbers are reported.
2. To ensure timely expenditure of HUD funds, Agency must submit monthly reimbursement claims via the City Data Services website with documentation of claim including copies of time sheets (denoting specific hours for CDBG work performed), payroll stubs, DE3 or employment or Agreement letter for personnel costs, invoices or billings.
3. Housing Services Division staff will conduct CDBG desk monitoring on an ongoing basis based upon the City's CDBG monitoring plan.
4. Human Services staff and members of the Human Services Commission (HSC) and Housing Services Division staff will conduct at least one monitoring site visit per year.

**EXHIBIT B**

| <b>BUDGET</b>                                 |                 |
|-----------------------------------------------|-----------------|
| <b>Service Opportunity for Seniors (SOS)</b>  |                 |
| City of San Leandro: <b>CDBG FY 2023-2024</b> |                 |
| Salaries (drivers)                            | \$33,666        |
| Benefits                                      | \$4,204         |
| Travel & Transportation                       | \$1,130         |
|                                               |                 |
|                                               |                 |
|                                               |                 |
| <b>TOTAL BUDGETED</b>                         | <b>\$39,000</b> |
|                                               |                 |
| <b>TOTAL AMOUNT AWARDED</b>                   | <b>\$39,000</b> |
|                                               |                 |